



## Legal Services and Employee Relations

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REVISED

May 2, 2019

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Cover letter sent via email to: [71912-70641652@requests.muckrock.com](mailto:71912-70641652@requests.muckrock.com)

We are in receipt of your request for information pursuant to the Colorado Open Records Act §24-72-201 et seq.

*The Colorado Open Records Act ("CORA") generally provides that all types of government are required to produce public records. Therefore, it is the policy of the District, consistent with CORA, that all public records shall be open for inspection by any person within a reasonable time, unless the District is prohibited by law from disclosing the requested records. The District is prohibited from releasing include, but not limited to:*

- *Private, personally identifying information about students and their families.*
- *District personnel records that relate to employees except the following may be released:*
  - *Applications of past or current employees*
  - *Employment agreements*
  - *Any compensation including expense allowances and benefits*
  - *Any amount paid or benefit provided incident to termination of employment*
- *Proprietary information.*
- *Specialized details of security arrangements or investigations.*
- *Other records required by federal or state law and/or regulations or judicial decisions to remain confidential and/or not subject to disclosure.*

Sometimes the records requested do not exist. Pursuant to CORA, the District is not obligated, but may choose, to create a document for the requester for an additional required up-front fee.

In the interest of transparency, the District's goals in responding to include:

- Maximizing public transparency while minimizing costs and burdens to the District.
- Responding to requests as thoroughly and quickly as possible.
- Establishing universal guidelines for requesting and responding to records.

The District strives to respond to all requests for records. In doing so, it spends a substantial amount of time locating, reviewing, and disseminating records and information. CORA provides that the District can charge the following fees and require them payable before releasing records to the requesters:

- \$30.00 an hour research and retrieval fee whether the research results in finding the requested document (*first hour of time is not chargeable to the requester*).
- \$.25 per page copying fee.
- Postage.
- A reasonable hourly fee for manipulation of data so as to generate a record in a form not used by the District or to create a privileged log when required.

After reviewing your request and discussing it with our subject matter experts, we are providing you the following response:

**Request:**

"Any and all emails/ correspondence from January 1, 2018 to present featuring any of the following keywords: Sol Pais; Pais; Surfside.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not."

**Response:**

According to our subject matter expert for this issue, attached is the document responsive to your request. We have redacted confidential information in accordance with Colorado Revised Statute § 24-72-200.1 et seq. Should you be concerned that some of the redactions are improper, please reach out to us for discussion and resolution.

**Revised Response:**

As a part of our normal quality review process, recently our subject matter experts located three additional emails responsive to your April 17, 2019 CORA request. Please find attached those documents. As with our first response, we have redacted confidential information in accordance with Colorado Revised Statute § 24-72-200.1 et seq. Should you be concerned that some of the redactions are improper, please reach out to us for discussion and resolution.

Sincerely,



R. Craig Hess  
Chief Legal Counsel

cc: Helen Neal – Chief of Staff, Superintendent and Board of Education